

Revised 4/72

U. S. SECRET SERVICEEVALUATION FOR PROMOTIONName and Title of Rating OfficialName of Employee to be Rated

1. \_\_\_\_\_

Title, Series and Grade

2. \_\_\_\_\_

Current Assignment Location

3. \_\_\_\_\_

T. \_\_\_\_\_

Date

Personnel Use Only

Note: Performance evaluation is a judgmental process within the framework of the position requirements as specified in the official position description. As a supervisor, you are required to judge the quality of performance of your subordinates.

Instructions: Please give your candid appraisal of the employee for each of the factors in Section I by placing an X in the box which most closely describes him. Section II of this evaluation form requires narrative replies to the questions asked. Section III is optional and may be used by you to make any additional clarifying comments you feel necessary.

Definitions of Rating Terms in Section I:

Superior - performance of factor rated is far and above what would normally be expected from someone in the position. "Superior" should not be considered synonymous with "perfect." Probably 25% of all Agents, evaluated for this particular grade level, would be rated "Superior" for any given factor.

Above Average - level of performance of the factor rated is beyond what would normally be expected from someone in the position but not so high as to be of a superior nature. Employees rated "Above Average" would probably constitute the second (from the top) 25% of all Agents rated for this particular grade level.

Average - satisfactory performance of factor rated as would normally be expected from someone in the position.

Below Average - performance of the factor rated is below what would normally be expected from someone in the position.

(Point values for  
each element)

2.5	2.0	1.5	0
Superior	Above Average	Average	Below Average

SECTION I

1. Overall quality of work performed.
2. Quantity of work performed.
3. Ability to work under tight deadlines.
4. Ability to accept suggestions for improvement (or constructive criticism).
5. Ability to function effectively as a member of a team.
6. Ability to adjust rapidly and effectively to changing situations and environments.
7. History of care and custody of official equipment while under your supervision.
8. Ability to absorb new facts and concepts quickly.
9. Degree of originality and resourcefulness.
10. Willingness to accept responsibility.
11. Ability to work independently with limited supervision.
12. Ability to communicate effectively verbally.
13. Ability to communicate effectively in writing.
14. Positive attitude toward his work and the Secret Service.
15. Ability to plan work and follow through to completion.
16. Ability to inspire trust and confidence in co-workers.
17. Neatness of dress, grooming and personal appearance.
18. Ability to quickly analyze complex issues.
19. Ability to make sound decisions for his level of experience.
20. Ability to objectively judge people and situations.

1. In your opinion what are this employee's greatest strengths or assets? Please include any special skills, knowledges or abilities which he possesses.
  
  
  
  
  
  
  
  
  
  
2. What are his weaker points or areas in which he needs further development?
  
  
  
  
  
  
  
  
  
  
3. What is your appraisal of this employee's ability (or potential) for a supervisory position? In answering, please consider such factors as his: ability to train and develop subordinates; administrative ability (e.g. office management, record maintenance and related functions); his effectiveness in dealing with others; and his leadership ability or potential.
  
  
  
  
  
  
  
  
  
  
4. Do you recommend this employee for a promotion at this time to:  
  
(a) a non-supervisory position      ( ) Yes      ( ) No.  
(b) a supervisory position      ( ) Yes      ( ) No.

If your answer to either (a) or (b) is negative, please give your reasons.

5. a. Do you know of any reason, not previously commented on in this evaluation, why this employee should not be considered for promotion at this time?

5. b. If the answer to 5a. is affirmative, have you brought these matters to his attention? When? What was his reaction?

SECTION III. Additional Narrative Comments (Optional)

Please make any additional comments concerning this employee's qualifications for promotion that you care to.

Prepared by: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_

SECOND LEVEL SUPERVISORY EVALUATION:

Below Average	Average		Above Average		Superior	
0	5	10	15	20	25	30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_